

FREDERICK COUNTY PLANNING COMMISSION

July 14, 2010

TITLE: **Memar, Lot 15 (Frederick industrial Center)**
(First Revised Site Plan)

FILE NUMBER: **SP 88-46** (AP#'s 10690 & 10691)

REQUEST: **Site Plan Approval** (Requesting approval for change of use to all-office; landscape, lighting and parking modifications; and APFO approval)

PROJECT INFORMATION:

LOCATION: East side Industry Lane, 1/8 mile north of Grove Lane
ZONE: General Commercial
REGION: Frederick
WATER/SEWER: S-1, W-1 (connected)
COMP. PLAN/LAND USE: Limited Industrial

APPLICANT/REPRESENTATIVES: (as applicable)

APPLICANT: Memar Corporation
OWNER: same
ENGINEER: Fox & Assoc., Inc.
ARCHITECT: N. A.
ATTORNEY: Not Listed

STAFF: Stephen O'Phillips, Principal Planner

RECOMMENDATION: **Conditional Approval**

Enclosures:

Exhibit #1: Aerial Photo
Exhibit #2: APFO
Letter of Understanding
Exhibit #3: Site Plan
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- V. Analysis [Adequate Public Facilities Ord. (APFO)]
- VI. Other Agency Comments
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STAFF REPORT

BACKGROUND:

Previous Subdivision and Site Plan Approvals: This lot (Lot 15) is a part of the Frederick Industrial Center subdivision and was subdivided in 1978. The Frederick Industrial Center subdivision is part of the same original tract of 1965 from which the adjoining Newman Park industrial subdivision (AAA application) was also subdivided. The bulk of both Frederick Industrial Center and Newman Park were developed in a piecemeal fashion through-out the 1970's and 1980's. (However, recent development includes the EZ Storage building approved in July 2005, which is a built, red-brick, two-story building adjoining to the east of Lot 15.)

The Frederick County Planning Commission (FcPc) originally approved a Site Plan for this Lot 15 in 1988 for a predominately warehouse use, with ancillary office usage. No action was taken on that Plan approval, and the FcPc granted re-approval in 1997. The warehouse building was subsequently built.

This Site Plan Application: The Applicant now requests to change the use of the warehouse building to an all-office usage. Ordinarily, change-of-use Site Plans can be reviewed and approved at the Staff level, except when a substantive intensification of site use is proposed. In this case, the Applicant is intensifying the use of the site with the additional parking spaces, and is subject to an APFO Letter of Understanding approval, as well as approval of landscaping and parking modifications that only the FcPc can approve.

ANALYSIS (Site Use, Circulation, Parking, & Utilities):

Land Use and Zoning Review: The use for this lot is changing to an all-business-office use, which is allowed in the General Commercial zone with Site Plan approval.¹ The existing building has a first floor of 17,600 sq. ft. with a 2,200 sq. ft. mezzanine.

Dimensional Requirements/ Bulk Standards: This building met the setback requirements when it was constructed in 1997. Since then the side yard setback has decreased slightly and the rear yard has increased slightly, however, the building footprint still meets all current setback requirements (25' front; 8' side; and 25' rear).

Access/Circulation and Road Frontage Improvements: When this Plan was re-approved in 1997, the 50'-wide panhandle technically provided two-way ingress/egress movement for Lot 15.² However, the circulation pattern for Lot 15 was designed with a one-way internal loop system with an assumed egress right over the adjoining Lot 14. (Also, the adjoining Lot 14 was designed with a one-way traffic flow.) Conversely, there was an assumed ingress right over Lot 15's panhandle for Lot 14.) While this arrangement may have been practical because the Owner owed both lots, an ingress easement over Lot 15's one-way panhandle should have been granted to Lot 14, and an egress easement over Lot 14's one-way exit lane should have been granted to Lot 15.

¹ There appears to be a zoning anomaly, in that Lot 15 is the only lot in this industrial subdivision gaining access from Industry Lane that is not zoned Limited Industrial. However, business office is allowed in both zones, and there are no effective differences in any of the design requirements.

² Additionally, a 2005 Administrative Site Plan for Lot 14 restricted the panhandle on Lot 15 to be one-way.

Additionally, all of the parking lots for Lot 15 were approved in 1988 and 1997 with 60°-angled parking, however the front parking lot was built with a combination of 90° and 60° parking *in the same parking bay--which is abnormal parking lot design*. The Applicant proposes to correct this situation lot by converting to all 60° parking in the front parking bay and to correct the lack of easement title by recording an ingress/egress easement for both Lots 14 and 15, which should be recorded in the Land Records prior to building permit for Lot 15, preferably prior to Site Plan signature.

Lastly, while the Applicant is retaining the one-way 60° parking on the northeast side of the building, the Applicant proposes to install 90° parking on both the northwest and southwest sides of the building because 90° parking arrangement offers a greater parking-to-pavement efficiency and the Applicant is constrained by existing site conditions. The Staff does not object to this mix of parking bay designs because existing conditions limit site design opportunities, and the one-way flows on the northeast side and "Do Not Enter--One-Way" signage on the southeast side shall adequately direct traffic in the counter-clockwise flow.

Parking Space and Design Requirements: The Applicant is required to provide 66 parking spaces, and has provided 76. The Applicant requests approval under § 1-19-6.220 (A) to provide ten parking spaces in excess of the required number of parking in order to provide for parking overflow from Lot 14. This overflow is provided in the form of parallel parking along the entry lane. Staff does not object to this excess of ten parking spaces, as aerial evidence shows that overflow parking does appear to be needed for Lot 14.

Additionally, a modification [§ 1-19-6.220 (B) (3)] is requested to allow 6' wide parallel parking space for four parallel overflow parking spaces. The standard is 8'. In this case, the Applicant is meeting two of the three conditions for which a reduction may occur:

- (b) *Single-loaded and no-loaded parking aisles; and*
- (c) *Historic retrofit, adaptive reuse, and redevelopment projects.*

Staff does not object to this modification as the adjoining lane is a one-way, single lane 18' wide. This adjoining lane is artificially wide for only one lane of traffic at the request of the Life Safety reviewers for the purpose of fire truck maneuverability. Life Safety does not object to the modification for the 6' dimension.

The Applicant is requesting a waiver [§ 1-19-6.220 (F)] to not connect the parking lot to the adjoining properties to the northeast and southeast. The Staff supports this waiver, as the adjoining EZ Storage property has a security fence--presumably indicating no desire to connect parking lots--and connecting to the adjoining commercial shopping center to the northeast would disrupt mature landscaping and provide potential abuse as a cut-through by outside users through Lots 14 and 15.³

Additionally, an existing front sidewalk with a connection to the bicycle racks provides a pedestrian distribution pattern to the front and southeast parking lots. However, an additional sidewalk connection (of about 6' in length) needs to be made to connect to the parking lot on the northwest side of the building.

³ *Even though the GC (and LI) zones have no requirements for either mass-transit accommodation or inter-parcel pedestrian connections, the Staff has informally contacted TransIT to discuss the potential for a bus stop along Industry Lane at this lot's frontage in order to accommodate the office workers for this proposed change-of-use. The #20/Francis Scott Key Mall Connector travels by this site Monday through Saturday with a frequency of 22 trips per weekday, per direction. The closest stop is just a few minute walk to/from the intersection of Industry Lane and Grove Road. As there are no sidewalks along these open section roads, pedestrians must walk along the roadway's shoulder. The intensification of trip-making associated with this project would increase the probability of increased ridership. With regard to inter-parcel pedestrian connections, the Staff has recommended, and the Applicant is pursuing, a private sidewalk connection to the shopping center to the northeast to facilitate lunchtime traffic for the office workers.*

Bicycle Parking: The Applicant is required to provide three bicycle racks based on the number of vehicular parking spaces. The Applicant has elected to provide four racks. The Applicant needs to provide a 1" = 10' inset indicating how the pavement for the bicycle parking will interface with the sidewalk and surrounding landscape.

Loading Area: There is a loading space requirement to provide one large loading space. The Applicant is requesting a modification under 1-19-6.210 (D) to allow the drive aisle to serve as a loading space to provide for limited UPS- type truck delivery. Staff offers no objection to this modification request, as it is similar to several other all-office-use loading functions previously approved by the FcPc.

Utilities: The site is currently connected to water and sewer service.

ANALYSIS (Environmental):

Open/Green Space and Floodplain Issues: There are no open or green space requirements in the GC zone or in the LI zone. Also, there are no floodplains or required buffers setbacks on this lot.

Landscaping: The original landscaping from the 1988 and 1997 Site Plan approvals was installed, however some of the plants have since died. In addition to replanting these lost plants, the Applicant is subject to the landscaping regulations that became effective on January 29th of this year. Therefore, the Applicant proposes two categories of landscape improvements with this First Revised Site Plan application:

- 1) Replicate the street tree and shrub planting scheme approved with the 1988 and 1997 Plan approvals; and
- 2) Accommodate the Landscape regulations that became effective January 29, 2010, addressing the following subcategories:
 - a) Provide for street tree planting requirements with a mitigation proposal;
 - b) Provide 20% canopy analysis of parking lot area;
 - c) Provide for no more than a 10-parking-bay-average by creating additional parking islands; and
 - d) Demonstrate usage of native species.
 - e) Provide for adjacent property screening.

1) *Replicate the street and shrub planting scheme that was approved with the 1988 and 1997 Plan approvals:* The Applicant's Revised Site Plan provides for replacing trees that have died from the original plantings, but also provides for an improved landscape alternative. The surrounding landscape screening was originally designed as a monoculture of either White Pines or Arborvitae. The Applicant proposes the flexibility to replace trees that die with alternative native species, thus providing for a more diverse screening design. The Staff recommended this alternative to the Applicant and supports this design change because it provides for a more diverse and more ecologically sound planting scheme.

2) *Accommodate the Landscape regulations that became effective January 29, 2010, addressing the following subcategories:*

- *Provide for street tree planting requirements with a mitigation proposal:* The Applicant needs to provide two street trees, based on the linear frontage of the 50' panhandle. The Applicant cannot plant in the panhandle width because of existing pavement. Therefore, the Applicant requests a modification under § 1-19-6.400 (A) and proposes to plant two trees on the adjoining Lot 14 frontage, and to replace two street trees that were never planted with the Lot 14 Site Plan. The Staff supports this modification because of the inability to plant street trees within their panhandle frontage.
- *Provide 20% canopy analysis of parking lot area:* The Applicant has provided a total canopy coverage of in slight excess of the minimum requirement of 20%.

- Provide for no more than a 10-parking-bay-average by creating additional parking islands: While the Applicant has not exceeded the maximum run allowed of 15, the Applicant has created an average bay run of 10.3, thus exceeding the 10 maximum allowed. The Applicant must add one parking tree-island to correct this. Staff suggests that adding a space to the southeast side would have the greatest visual impact.

- *Demonstrate usage of native species:* The Applicant proposes to plant 100% native species for the over-story deciduous and evergreen categories. Additionally, the Applicant proposes to allow a greater variety of native species as replacements for the monoculture of existing White Pine and Arbor vitae planting on the perimeter of the property. This scheme will allow for a more interesting and ecologically-healthy perimeter screening.

- *Provide for adjacent property screening:* The site currently has an almost solid screen of evergreen tree species providing near 100% screening. There is no need to plant additional screening, except for the replacement plants that have died.

Forest Resource Ordinance (FRO): The Applicant was evaluated for FRO requirements, but found to be exempt because the disturbed area in this application does not meet the threshold defined in the FRO.

ANALYSIS (Miscellaneous Design Issues):

Lighting: The Applicant has submitted a Lighting Plan showing existing lighting conditions. There are no pole lights, only existing building-mounted lights. There are two sets of building-mounted lights: one set at 10' height and another set at 20'. The 20' set has a built-in upward and lateral glare shield. The Applicant is retrofitting the 10' set with an upward glare shield. Also, the Applicant proposes modest light intensity reductions to existing lighting conditions in order to reduce the "hotspots" under the light fixtures to reasonable levels. General Note #5 needs to be corrected with regard to the mount heights.

There is a slight spillage of ft. candle illumination greater than 0.5 ft. candle levels outside of the property lines on all four property edges, however, this spillage is blocked by mature landscaping, and is located next to other industrial and commercial properties. Existing building-mounted lighting is 20' in height, thus 2' greater than the 18' maximum cited in § 1-19-6.500 (G). The Applicant requests modification to continue using the 20' building-mounted lighting. The Staff offers no objection to this modification based on the fact that the mature perimeter screening is very effective in moderating lateral glare. Lastly, the Applicant has not proffered a reduced security lighting scheme.

Signage: The Applicant is allowed a total of 105 sq. ft. of signage for this site. The Applicant proposes no signage (other than directional) for this Lot. A note has been added to the Plan indicating that any future site user must submit a Signage Site Plan for Staff review if signage is requested for this Lot.

Trash Dumpster and Recycling: The Applicant proposes a wood fence enclosure for a dumpster enclosure that will contain one trash and one recycling dumpsters. A note on Sheet 2 indicates that one dumpster shall be used for trash and one for recycling.

Building Elevations and Height: The Zoning Ordinance limits building in the GC zone to 60'. The existing building is 24' in height.

ANALYSIS [Adequate Public Facilities Ordinance (APFO)]:

In General: This project was reviewed for potential impacts on schools, water/sewer and roads. The Applicant must receive approval of the submitted Letter of Understanding (LOU) in order to contribute to existing escrow accounts in the scope area of this project. This site development is projected to generate 383 trips on a typical weekday, thus the three-year Site Plan approval period applies to this application. The LOU covers the following:

- **Schools:** The non-residential nature of this project has no impact on schools.
- **Water and Sewer:** The Property is currently classified W-1, S-1, meaning facilities are connected. The Division of Utilities and Solid Waste Management (DUSWM) has approved the APFO test, indicating that the public water and sewer facilities appear adequate at the time for this development. Additionally, standard administrative language has been added to the LOU.
- **Traffic:** The change of use of this site from warehouse to office generates additional trips during the peak hour of the adjacent roadway and the peak hour of the site, in excess of the thresholds established in § 1-20-30 of the APFO; and therefore, a traffic impact analysis (TIA) was required. Four critical intersections (and no links) were deemed critical for this project:
 - 1) MD 85/Guilford Drive;
 - 2) MD 85/Grove Lane;
 - 3) Guilford/Industry; and
 - 4) New Design/Guilford Drive.

The first three intersections are signalized and all operate at an adequate level of service (LOS) of 'A' in the morning and 'C' or better in the afternoon peak-hours. The un-signalized intersection of New Design/Guilford fails only in during the PM peak period, primarily because of undue delay on the southbound and especially westbound approaches.

The mitigation proposed for the inadequate LOS at New Design/Guilford is signalization, which has been determined to be warranted and justified by the Division of Public Works. Because the project's impact is less than 15% of one LOS, a fair share escrow payment in-lieu of signal implementation is permitted. The signal has been designed and is scheduled for installation this year.

This site is capped with 51 AM and 51 PM weekday peak hour trips, as identified in the April 8, 2010 TIA developed by Street Traffic Studies, Ltd. for this development. As a condition of the APFO approval of the Project, the Applicant is required to pay its proportionate contribution to the following existing and one new roadway escrow accounts:

1. **MD 85/I-270 North Side Ramp Intersection (#3259)** - The estimated cost of the Road Improvement is \$753,600 as determined by DPDR-Traffic Engineering Staff, the Developer's proportionate share of this Road Improvement is 0.9%. Therefore the Developer hereby agrees to pay **\$6,782** to the existing escrow account for this Road Improvement.
2. **M 85/I-270 South Side Ramp Intersection (#3258)** - The estimated cost of the Road Improvement is \$753,600 as determined by DPDR-Traffic Engineering Staff, the Developer's proportionate share of this Road Improvement is 0.45%. Therefore the Developer hereby agrees to pay **\$3,391** to the existing escrow account for this Road Improvement.

3. **New Design Rd/Crestwood Blvd Southbound Right Turn Lane (#3306)** - The estimated cost of the Road Improvement is \$241,000 as determined by DPDR-Traffic Engineering Staff, the Developer's proportionate share of this Road Improvement is 2.85%. Therefore the Developer hereby agrees to pay **\$6,869** to the existing escrow account for this Road Improvement.
4. **New Design Rd/Crestwood Blvd Signal (#3307)** - The estimated cost of the Road Improvement is \$200,000 as determined by DPDR-Traffic Engineering Staff, the Developer's proportionate share of this Road Improvement is 1.69%. Therefore the Developer hereby agrees to pay **\$3,380** to the existing escrow account for this Road Improvement.
5. **New Design Rd./Guilford Rd. Signal (New Escrow Account)** - The estimated cost of the Road Improvement is \$190,000 as determined by DPDR-Traffic Engineering Staff, the Developer's proportionate share of this Road Improvement is 10%. Therefore the Developer hereby agrees to pay **\$19,000** to the new escrow account for this Road Improvement.

A total of **\$39,422** shall be paid to the County by the Applicant, his heirs, successors, or assigns prior to release of building permits.

OTHER AGENCY COMMENTS:

Agency or Ordinance Requirement	Comment
Engineering Section, DPDR:	Conditional Approval: If there is any proposed land disturbance that exceeds 5,000 square feet, storm-water management will need to be addressed per the latest regulations.
Transportation Engineering, DPDR	Approved.
Planning Section, DPDR:	Conditional Approval, subject to items previously discussed in this Report: 1) Record ingress/egress easements prior to permit release; 2) Add 6' sidewalk extension; and 3) add one parking tree-island.
Life Safety, DPDR	Approved. Emergency Response Information: 1 st Responder: Westview 2 nd Responder: United
Health Department	Conditional Approval: Adequate water and sewer taps must be available.
DUSWM:	Approved

FINDINGS:

The Applicant is requesting approval of First Revised Site Plan (AP # 10690) for a change-of-use to all-office usage, in addition to APFO approval. The Applicant is also requesting the following modifications/waiver:

- a) one landscape modification;
- b) one parking-space dimension modification;
- c) one waiver not to connect to adjoining parking lots;
- d) one loading space modification; and
- e) one lighting modification.

The Staff finds that:

- 1) Site Plan approval can be given for a three-year period from the date of FcPc approval.
- 2) There are no inadequacies in any of the facilities that will serve Lot 15 change-of-use Revised Site Plan application; however, the Applicant has agreed [through the APFO Letter of Understanding (LOU)] to contribute to area escrow accounts, as required by the APFO. The APFO test can also be given a three-year approval, and the LOU is ready for signature.
- 3) FRO forest requirements are not applicable to this Site Plan application because of the limited area of disturbance.
- 4) With regard to parking:
 - a) The parking circulation pattern (one-way counter-clockwise flow) is remaining essentially the same as the 1988 and 1997 Plans, however, certain pavement improvements are proposed and the parking lot design is functional from a traffic engineering perspective.
 - b) Handicapped requirements have been met.
 - c) Bicycle parking requirements have been met with the providing of four bicycle racks, although a 1"=10' inset is needed to clarify pavement design and a short sidewalk extension s needed to connect to the front sidewalk system.
 - d) An Ingress/egress easement must be recorded between Lots 14 and 15 prior to any permit release in order to make legal the ingress/egress assumptions.
- 5) An additional tree island is needed to reduce the parking-bay average-run below 10.
- 6) All four modification requests and one waiver have merit based on limitations by existing site conditions, site usage and the fact that traffic safety is not impaired.
- 7) Based upon the discussion in the report, the Staff finds that the Revised Site Plan application meets and/or will meet all applicable Zoning, Subdivision, APFO and FRO requirements once all Staff and Agency comments and conditions are met or mitigated. With certain conditions of approval added, the Staff offers no objection to approval.

RECOMMENDATION:

Should the FcPc choose to approve this Revised Site Plan application (AP # 10691), the FcPc should also cite the acceptance of the requested modifications/waiver for:

- landscape modification to plant required street trees on adjoining Lot 14 [§ 1-19-6.400 (A)]
- parking-space dimension modification to allow 6' parallel space [§ 1-19-6.220 (B) (3)];
- waiver not to connect to adjoining parking lots [§ 1-19-6.220 (F)];
- loading space modification to allow drive aisle to be used as a loading space [§ 1-19-6.210 (D)]; and
- lighting modification to allow 20' mount height [§ 1-19-6.500 (G)].
- APFO approval (AP 10691)

The Staff would recommend adding the following conditions to the approval:

Applicant shall:

- 1) Execute an Ingress/Egress Easement for Lots 15 and 14 prior to any permit release for this project.
- 2) Provide an additional tree-island, preferably on the southeast side of the building.
- 3) Comply with Agency comments as this project moves through the development process, addressing minor drafting corrections noted by Agencies, including the 6' sidewalk extension.

Exhibit #1

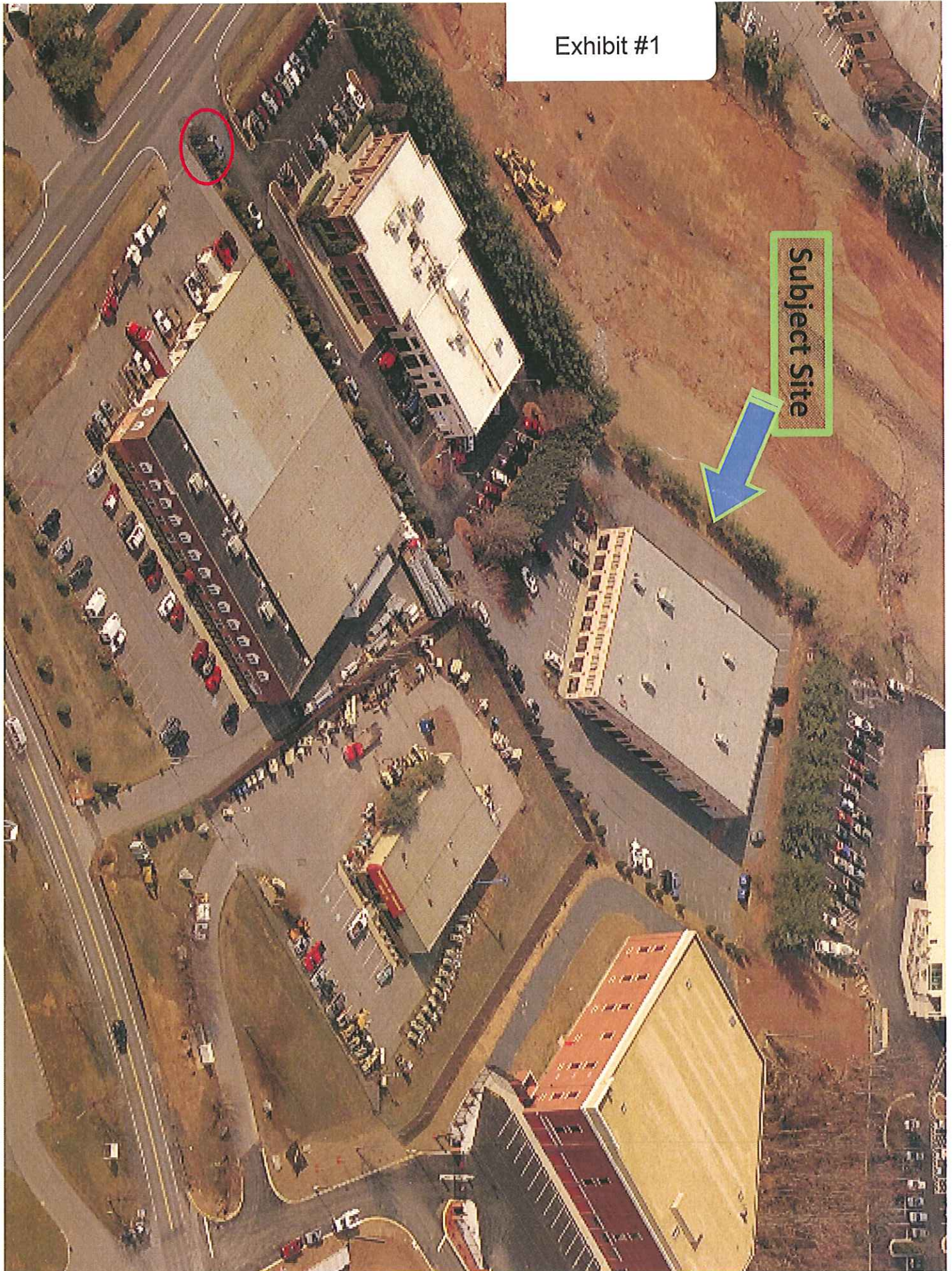




Exhibit #2

DIVISION OF PERMITTING AND DEVELOPMENT REVIEW FREDERICK COUNTY, MARYLAND

Department of Development Review
30 North Market Street • Frederick, Maryland 21701
www.co.frederick.md.us

ADEQUATE PUBLIC FACILITIES LETTER OF UNDERSTANDING

COMMISSIONERS

Jan H. Gardner
President

David P. Gray
Vice President

Kai J. Hagen

John L. Thompson, Jr.

Blaine R. Young

COUNTY MANAGER

Ronald A. Hart

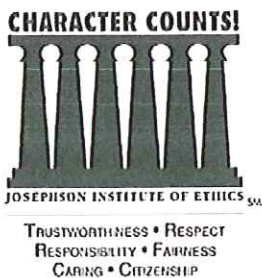
DIVISION OF PERMITTING AND DEVELOPMENT REVIEW

Gary W. Hcssong
Division Director

DEPARTMENT OF DEVELOPMENT REVIEW

Elisabeth S. Smith, P.E.
Director, Engineering

vacant
Director, Planning



Frederick Industrial Center Lot 15 Memar Corporation

Site Plan (# SP 88-46/99-19) (AP #10691)

In General: The following Letter of Understanding ("**Letter**") between the Frederick County Planning Commission ("**Commission**") and Memar Corporation ("**Developer**"), together with its/their successors or assigns, sets forth the conditions and terms which the Commission deems to be the minimum necessary improvements dealing with school, water, sewer, and road improvements that must be in place (or under certain conditions in the case of roads, the required pro-rata contributions of funds placed in an escrow account with Frederick County as hereinafter provided) for the property identified below to be developed, as proposed under the approved site plan for Memar, Frederick Industrial Center Lot 15 (the "**Project**"), in compliance with the Frederick County Adequate Public Facilities Ordinance, ("**APFO**").

The Developer, its successors or assigns, hereby agrees and understands that unless the required pro rata contribution of funds are paid into the appropriate road escrow account(s) per § 1-20-12 of the APFO in accordance with this Letter, APFO requirements will not be satisfied and development will not be permitted to proceed.

This Letter concerns itself with the Developer's 1.7 +/- acre parcel of land, which is zoned General Commercial (GC), and located on the east side of Industry Lane, just south of Guilford Drive. This APFO approval will be effective for development of a professional office, totaling up to 19,800 square feet (sq. ft.) which is shown on the site plan submitted to the Commission for approval on July 14, 2010.

Schools: Schools are not impacted because the development of the property is a non-residential use.

Water and Sewer Improvements: While the public sewer and water facilities are currently adequate to serve the Project, the Applicant is aware that capacity is not guaranteed until purchased. APFO approval for water and sewer does not guarantee that plats will be recorded and building permits issued. Plat recordation and building permit issuance is subject to compliance with the Annotated Code of Maryland, Environment Article section 9-512, et seq, and all applicable County regulations, including but not limited to Sec. 1-16-106.

Road Improvements: This site is capped with 51 AM and 51 PM weekday peak hour trips, as identified in the April 8, 2010 TIA developed by Street Traffic Studies, Ltd. for this development.

As a condition of the APFO approval of the Project, the Developer is required to pay its proportionate contribution to the following roadway escrow accounts:

- 1) **MD 85/I-270 North Side Ramp Intersection (#3259)** - The estimated cost of the Road Improvement is \$753,600 as determined by DPDR-Traffic Engineering Staff, the Developer's proportionate share of this Road Improvement is 0.9%. Therefore the Developer hereby agrees to pay \$6,782 to the existing escrow account for this Road Improvement.
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A total of \$39,422 shall be paid to the County by the applicant, his heirs, successors, or assigns prior to release of building permits.

Period of Validity: APFO approval shall be valid for as long as the Site Plan approval remains valid, but in no event shall APFO approval be valid for more than three (3) years from the date of the Planning Commission approval. If approved by the Commission on July 14, 2010, APFO approval shall be valid until July 14, 2013.

Disclaimer: This Letter pertains to APFO approval only, and shall not be construed to provide any express or implied rights to continue the development process. The Project remains subject to all applicable rules and regulations, including but not limited to those related to zoning, water and sewer, and subdivision. The Planning Commission's jurisdiction and authority is limited by state and County law, and approvals may be required from other local or state governmental agencies before the proposed development can proceed.

[Signatures on next page]

DEVELOPER:

By: _____

Name: FARHAD MEMARSADEGHI
Title: PRESIDENT

Date: 6/11/10

FREDERICK COUNTY PLANNING COMMISSION:

By: _____

Catherine Forrence, Chairperson
or, John McClurkin, Secretary

Date: _____

ATTEST:

By: _____

Gary Hessong, Director, Division of Permitting &
Development Review

Date: _____

Planner's Initials / Date _____

County Attorney's Office Initials / Date _____
(Approved as to legal form)